



February 2025

Dear Sir/Madam,

## Determined Admission Arrangements for September 2026

In accordance with the requirements of current legislation, I write to provide you with the details of the Determined Admission Arrangements and Admission Criteria which this School will apply to applications for admission in September 2026.

Applications must be made in accordance with the co-ordinated admission scheme operated by the child's home Local Authority. For children resident in Essex this is published by Essex County Council in the Secondary Education in Essex booklet. Applications for admission to Year 7 must be received by the National Closing Date – 31<sup>st</sup> October. Mid-year applications should be made to the school using the Application Form provided by Essex County Council. The school attracts children from a wide geographical area.

### ADMISSION CRITERIA

The Appleton School is an 11-18 mixed comprehensive school. Where applications for admission exceed the number of places available, and after the admission of pupils with Education Health Care Plans (EHCP) where The Appleton School is named in the EHCP, the following criteria will be applied in this order of priority, to decide which children to admit:

#### Published Admission Number: 270

1. Looked After and Previously Looked After Children (see definition) will be given first priority.

A 'looked after child' or a child who was previously looked after but immediately after being looked after, became subject to an adoption, child arrangements or special guardianship order will be given first priority in oversubscription criteria ahead of all other applicants in accordance with the School Admissions Code 2021. This also includes those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (as defined in Section 22(1) of the Children Act 1989).

2. Residency within the catchment area. A copy of the catchment area map is available to view at The Appleton School and is available on request.

Cont./....

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3. Where the child has, at the time of application, a brother or sister currently attending the school. \*
4. Up to 27 children in each year group who have an aptitude for Languages.  
Parents wishing their child to take the Aptitude Test are required to complete a Supplementary Information Form (SIF), obtainable from the school (the closing date for the return of the SIFs is Thursday 18th September, 2025). The test will be held on Friday 19th September, 2025 and Wednesday 24<sup>th</sup> September, 2025 at The Appleton School. Test results will be posted to parents within two weeks of sitting the test. Places are allocated in rank order. In the event of a tie on score, this will lead to the straight line distance rule applying.
5. Children of staff at The Appleton School :-
  - (a) Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made and/or
  - (b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
6. Proximity of the child's home to the school, on the basis of straight line distance, with those living nearest being accorded the higher priority.
  - A maximum of 270 children will be admitted in accordance with the above criteria.

In the event of over-subscription arising under criterion 1 – 3 and 5, the distance criterion defined in 6 will apply. Distances are calculated by the Local Authority by use of a Geographical Information System which accurately measures the distance from the home address to the school.

Successful applicants will be required to accept or decline the offer of a place by a specified date. If parents fail to respond, it will be assumed that they do not wish to take up the place.

Issues relating to unsuccessful applicants and those on the waiting list will be managed in accordance with the LEA's scheme for coordinated admission and will be ranked in the order of The Appleton School's Admission Criteria. Unsuccessful applicants will have the right of appeal to an Independent Appeals Committee as specified in the Code of Practice, which will meet on a specified date. The waiting list will be held until the end of the Autumn Term.

Applications received after the National Closing Date will be handled in accordance with the co-ordinated admissions scheme published by the child's home Local Authority. For children resident in Essex this is published in the Secondary Education in Essex booklet.

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\* A relevant sibling is a child who has a brother, sister, adopted brother or sister or stepbrother or stepsister living in the same family unit in the same family household and address, who attends the preferred school in any year group excluding the final year. Biological and adopted siblings who attend the preferred school in any year group excluding the final year will also be treated as siblings, irrespective of place of residence. Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings

The Governing Body will apply the admission arrangements in accordance with the coordinated scheme for Essex. If you have any questions in respect of these arrangements, please do not hesitate to contact me.

Yours faithfully,

A handwritten signature in black ink, appearing to be 'S Cox', written in a cursive style.

Ms S Cox  
Headteacher

## **Determined Admission Arrangements for The Appleton School Sixth Form** **September 2026 Entry**

The number of external students joining The Appleton School Sixth Form will be 20 or until 150 places have been offered in Year 12. Admission Forms should be returned to the school by the due date. Successful applicants will sign an agreed working contract.

Admission to the Sixth Form will be determined in accordance with the following criteria:-

1. The student must have attained the subject specific entry requirements for their course which are published in the sixth form prospectus. The minimum GCSE Average point score of 40 from the student's best 8 GCSE results, with at least Grade 5/6 in English and Maths, are required for Advanced Level entry. For programmes containing both Advanced Level and BTEC courses an average of 35 points is required, with at least a Grade 5 in English and Maths. An average of 35 points are required to follow Foundation Level Programmes.\*
2. The student has demonstrated a commitment to their studies pre-16 which is evidenced by their school or their school reference.

In the event of over subscription the following will apply, in this order of priority:-

1. Looked After and Previously Looked After Children (see definition) will be given first priority.

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order will be given first priority in oversubscription criteria ahead of all other applicants in accordance with the School Admissions Code 2021. This also includes those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (as defined in Section 22(1) of the Children Act 1989).

2. Children of staff at The Appleton School :-

(a) Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made and/or

(b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage

3. Proximity of the child's home to the school, on the basis of straight line distance, with those living nearest being accorded the higher priority.

\* To work out your average GCSE point score, add together the number of points awarded to your best eight GCSE results and divide by eight.

9 & 8 = 58, 7 = 52, 6 = 46, 5 = 40, 4 = 34, 3 = 28, 2 = 22, 1 = 16.

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If you have any questions in respect of these arrangements, please do not hesitate to contact me.

Yours sincerely,

A handwritten signature in black ink, consisting of a large, stylized 'S' followed by a 'C' and a 'X'.

Ms S Cox  
Headteacher



## SUPPLEMENTARY INFORMATION FORM (SIF)

For September 2026 entry

If you wish to apply for a place for your child at The Appleton School, under the aptitude criteria for learning a Modern Foreign Language, please complete the following (IN BLOCK CAPITALS):

<b>Child's details</b>				
Surname:			Forename:	
Current Primary School:				
Names/ Tutor groups of any siblings currently attending The Appleton School:				
<b>Parent/Carer details:</b>				
Mr, Mrs, Miss, Ms* *please circle as appropriate	Surname:		Forename:	
Address (including postcode):				
Contact telephone numbers:	Home:			
	Mobile:			
I understand that my child must be available to take the test in an aptitude for Modern Foreign Languages on either, (please tick preferred date):				
FRIDAY 19 <sup>TH</sup> SEPTEMBER, 2025 AT 5:00PM				
WEDNESDAY 24 <sup>TH</sup> SEPTEMBER, 2025 AT 5:00PM				
Please return this form by Thursday 18 <sup>th</sup> September 2025, either by post to: The Exams Officer, The Appleton School, Croft Road, Benfleet, Essex SS7 5RN or by email to: <a href="mailto:examsoffice@theappletonschool.org">examsoffice@theappletonschool.org</a>				

Signature of Parent/Carer: ..... Date:.....

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